

EMPLOYMENT GUIDE

**TIPS
EXAMPLES
AND INFORMATION
TO HELP YOUR TRANSITION
INTO THE WORK FORCE**



Created by the
Governor's Advisory Council for
Exceptional Citizens ~ Delaware

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It's Time To Get A Job

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Volunteer to do community work or school projects.

Work around the house or for neighbors or friends.
Example: Dog Walking or Babysitting

Watch (job shadowing) someone already doing the type of job you want.

Participate in "Take Our Son/Daughter to Work Day" programs.

Work a part-time job for experience and establish a good work record.

Work a job within the community during the school year as part of the school-work program.

Work is a great way to learn necessary life skills like getting along with others; the value of money; job and time management skills; new responsibilities and even self-confidence.

Volunteer work is an excellent way to get experience when you are not sure about the type of work you want to do. Look at nonprofit organizations in your community; they often have events that need volunteers. Local hospitals also need volunteers. If you have never worked before, volunteer work will give you something to put on your resume and people you can list when you need a reference.

With Social Security Supplemental Security Income (SSI) work incentives, you can work and not lose your SSI, Medicaid or medical benefits.



How To Look For A Job

Finding a job takes time. It is not uncommon for hundreds of people to apply for the same position. For this reason, plan and prepare for all aspects of your job search, application and interview. The internet is one of the best ways to find work. It gives us the ability to search for specific local jobs or anywhere in the world.

Years ago, you could walk into any business and fill out an application. Today, most companies, organizations, state and federal government agencies want you to fill out their application forms online. If you do not have access to a computer, your school or public library gives free access to computers to do your search.

Local newspapers used to be the place to look for jobs. There are still a few that have employment listings in the classified employment ads in the back of the paper. Keep your eyes open for Job Fairs in your local community. A job fair brings a number of employers together in one place. It is an opportunity for you to meet those doing the hiring and to hand out your resumes. Make sure you dress professionally when attending a job fair.

When looking for a job, don't forget to ask friends if they know of any companies that are hiring. The best jobs often come from people you know.

Remember that Delaware Vocational Rehabilitation (DVR) offers a lot of services for people with disabilities like the [DVR Referral Service](#). Make sure you visit the [DVR website](#) while you are looking for a job.



If you go to college, you expect to end up in your career field. That is not always the case. Your degree may not be associated with the job you finally land. Having a college degree is often your ticket to work for many companies. You will find that most well paying jobs require a college degree. Often, the degree does not matter but shows you have an advanced education skillset. It is essential to get assistance to help you make wise choices. If you want to go to college, examine your career field to determine if it is a sustainable occupation that will not be taken over by technology.



There are a variety of job search websites on the internet. To make your search easier, set up search criteria for the type of job you are looking for and your desired location. The search engine will then send you an email when a company posts your kind of job. It is pretty simple to do. Set up your free account. When you do, you can save jobs you have applied to and those you want to research before you take the time to fill out an application. Remember always keep the job description so you can review it if you get called for an interview. You will want to go back and read the job description before the interview.

Pay close attention to the job description and requirements before you submit an application. You need to make sure you have the ability to perform the main responsibilities and determine if you would need accommodations to do so.

Researching a company in advance can help you determine if they have a record of supporting employees with disabilities.

A great place to find work in Delaware is [Delaware Job Link](#) . You can search by job type, upload your resume and they also offer training

Internet Resources for Your Job Search

Here is a list of websites that will assist you in your job search. You can narrow your search to your community or look for jobs in another state or country. The list below is not a comprehensive. You may specialize in a specific area and could do a separate search for employment in your chosen career field.

- <http://www.indeed.com>
- <http://www.monster.com>
- <http://www.hotjobs.com>
- <http://www.careerbuilder.com>
- <http://www.employmentguide.com>
- <http://www.snagajob.com>
- <http://www.coolworks.com>

The site <http://www.abilityjobs.com> is a job service for people with disabilities. You have to create an account to view available jobs. They have a variety of job listings for individuals with disabilities.

Career Opportunities for Students with Disabilities COSD <http://cosdonline.org> is for college students with disabilities who are looking for jobs and a resource for employers. COSD is a national association of more than 600 employers and 700 higher education institutions. One of the elements of COSD is a job board, called Career Gateway, which is on the front page of the site, registration is free.

[CareerCast](#) Disability Network allows you to search for open positions in specific industries.

[Disability Job Exchange](#) allows you to upload your resume and requires no log in to search for jobs.

[My Skills My Future](#) is a website that helps people determine what their skills are and then helps them discover additional skills and opportunities.

[My Next Move](#) helps you determine what you want to do for a living.

[Pathways to Employment](#) - Delaware Department of Health and Social Services Employment Support Program is administered by DHSS Division of Medicaid Services for Aging and Adults with Physical Disabilities, and Visually Impaired is for transitioning ages 14 - 25.



The Delaware Department of Labor

Consists of Four Divisions.

The Division of Employment and Training

The Division of Unemployment Insurance

The Division of Industrial Affairs

The Division of Vocational Rehabilitation

Each division specializes in a specific area. The Division of Employment and Training's job search website called [Delaware Job Link](#) is the leading employment site for available jobs in and out of Delaware. You will need to register with them and you must have an online resume. You will be able to search for keywords (your type of job) in a variety of ways.

If you are interested in a State job visit the website

<http://delawarestatejobs.com/> you can search for specific types of jobs or use the link to see all the jobs listed on the site. It is good to check various state agency websites to see what employment opportunities they have available. If you are qualified to teach, check the school districts, colleges and university websites for open positions.

The Delaware Division of Vocational Rehabilitation (DVR) has offices located in Wilmington, New Castle, Newark, Middletown, Dover and Georgetown. DVR helps people with physical and mental disabilities prepare for, obtain and retain employment by linking them to resources.

Delaware Trained counselors are on staff that specialize in helping people with disabilities.

The [APEX Program](#) is dedicated to helping those with a criminal history with the pardon or expungement process. A pardon is an official statement of forgiveness from the Governor. It does

not remove the offense from your record. An expungement removes the criminal offense from your records so they do not show in a background check. These processes make a difference when looking for work.

For entrepreneurs who wish to start their own business [Delaware One Stop](#) is a centralized portal of information to encourage growth in our State.



USAJOBS.GOV

Applying for a Federal Job

The federal job search website is [USAJOBS](https://www.usajobs.gov). You will need to register and build a resume on this site. Thousands of jobs are posted on USAJOBS, so use the search option to look for job types. When you find a job that interests you, read over the job description. There you will find information about the position, rate of pay, benefits, location and any pre-interview questions you need to answer when applying.

Schedule A Hiring

USAJOBS offers information on [Schedule A hiring](#), which may make you eligible for a special hiring authority giving the federal government an optional and quicker way to hire individuals with disabilities. You can apply for jobs using Schedule A if you are a person with an intellectual disability, a severe physical disability, or a psychiatric disability. Find out more about Schedule A Hiring Authority. Pay particular attention to the skills or qualifications necessary to do the job. You may be a perfect fit and have the essential requirements. Or you may not have the education or required experience to do the job.

Pay Attention to the Details

When applying for a federal or state job, the online applications take time to fill out, don't rush through the process. The government likes an accurate in-depth description of your skills and accomplishments. Make sure you answer each question as thoroughly as you can. In this case, more is better. Have someone read over what you have typed for grammatical, spelling and typing errors.

Something you might find helpful is to type the question into the a separate document and type your response. Save the document with your answered questions. Then cut and paste your answer into the online application. This way, you make sure there are no typos and you can save the document for reuse by cutting and pasting the answers into future job applications if the questions apply.

Most importantly remember to follow the instructions in the job description. If they ask for a cover letter, make sure you submit one. If they don't ask, give them one. Cover letters are an essential part of the application process. They allow you to show genuine interest in the position before you are called in for an interview.



Filling Out An Employment Application

When applying for a job most employers will ask you to complete their online application in addition to submitting a resume. Online applications have become an accepted practice in the workplace. This saves business time and allows them to prescreen without having to make contact. Sometimes you may find companies that still want a completed

paper application. If so, it is good to carry your previous employment history and references with you to help you with details.

Make sure you answer every question on the application. If you don't it may end up in the garbage can because employers may not accept incomplete applications. Remember to always be truthful. If you were fired from a previous job, find a positive way to answer that question. Lying is grounds for dismissal.

Be prepared to answer questions about education, previous employment, and your skills. It is good to have a list or a resume to use as a guide as you fill out the application. Take your time when filling out an application and make sure all words are spelled correctly and there are no typos.

Many applications have a question asking you if you can fulfill the job with reasonable accommodations. Legally the ADA does not require applicants to disclose a disability to a potential employer. If you choose not to, employers will not have to make accommodations. If you need accommodations make sure you answer the question if it is on the application. You can be terminated if you are not truthful on your job application.

When it comes to accommodations, if you are in a wheelchair you might need a ramp to get into the building, a wheelchair friendly desk, flexible hours, a screen reader, or they may have to rearrange the office space. If you do not need accommodations, then answer no to the question on the application. You do not need to tell them any more.

Writing Your Resume

Your resume is a good look at your skills and capabilities. It can be long or very short, depending on your employment history and education. The most important thing to remember is to proofread your resume to make sure it is consistent; there are no typos and that columns are aligned. School counselors can help you write your resume. If possible, have someone else review your resume for mistakes. You also need to make sure you tell the truth about your skills and experience.

Identifier - At the top, type your name, address, email address, phone and a LinkedIn Profile if you have one.

LinkedIn is a social network for professionals. It's a business-related option similar to Facebook but for your career. LinkedIn is for everyone interested in developing their career, looking for work and expanding their network of other professionals.

Skill Headline - Your resume needs a good job-related skill headline. For instance, if you are applying for a marketing position, depending on your skill level, you could use Marketing Specialist, Marketing Coordinator, or Marketing Director if you have the experience to back up the title. It all depends on the type of job you are applying for and your skills.

Skills - Related Headline must be truthful as it describes you and your training or experience. Under the headline, you will list skills that are associated with the headline you chose as long as you have done them.

Formatting your resume this way gives Human Resource (HR) people and recruiters a quick overview of your qualifications, which may make them look further or move on to the next resume in their pile. It is essential to use a good headline and skills that are related to the job to which you are applying because it will appeal to the HR person or recruiter. However, it is good to create different resumes for different types of jobs.

Education - Now, mention your education or college degree. They want to see the type of degree you earned and your major. Do not list the school and year here. We want them to go into your resume to find that information.

Language - Under the education section is language. If you speak more than one language list it, if you only speak English, leave off your resume.

Technologies - Recruiters want to see what types of software or apps you know how to use. If you are a graphic designer, you would probably list Photoshop, InDesign and Adobe products. If you have worked with CRM or customer relationship management apps like Salesforce, you will list it there. If you have experience with Word, Excel, PowerPoint, Pages, Publisher, list them. If you have used QuickBooks and have done bookkeeping make sure you mention it.

Industries - Have you worked in finance, accounting, state government, healthcare, food industry(restaurants) manufacturing, tourism, or another field? Put it here.



Work History is a big part of your resume. If this is your first job you may not have an established work history. If that is the case, mention that you do not have any work experience. You could use volunteer, babysitting, or even pet sitting experience to show you are responsible. If the skills you gained are related to the job, you are applying for great, if not that is alright.

If you have work experience, give your title, company name you worked for and city, the state then across from that on the right side of your resume the years start and finish — next list your accomplishments or what you did for the company. For example list computer skills, language skills; and office equipment you know how to operate. If you created a new process that helped with waste reduction or customer service you need to list it.

The variety and types of jobs are almost endless each has cross-over-skills and unique skills that you may only do at a particular job.

Think about all the things you did and list the major ones.

Education History - This time list your degree type (High School Diploma, Associates, Bachelor's, Masters) major, the school then tab over in alignment with the rest of the dates to add the year you graduated.

Additional Experience - This section will vary depending on your life experience. This is where you will list all your additional experience. Under this section, you will list volunteer or community service work with the names of the organizations; certifications or awards you have received and clubs or associations where you are a member. If you do not have additional experience, do not add this section to your resume.

References

What's Important?

When hiring a new employee companies usually require references to verify information about you. The company may or may not contact your references. On your resume, you can add the following statement "References are available upon request" or list them at the end of your resume. If you list them, you may still have to fill out a reference form when you are applying online.

You want at least three professional references. If this is your first job, list people who know you that you have asked to give you a recommendation for the job. People with professional titles are good references. You want to contact those people you wish to list as a reference and ask if it is ok to use them as a reference. That way they will not be surprised by a phone call. Make sure you pick people who will give a good referral.

Name
Job Title
Company
Address
City, State, Zip
Email
Phone

Your Name
Your Address
Your Email: xx@xxxx.com | Phone: (xxx) xxx-xxxx
Your LinkedIn Profile: www.xxxxx.com/xxx

Skill-Related Headline

Skill You Have
Skill You Have
Skill You Have

Skill You Have
Skill You Have
Skill You Have

Degree(s):

Degree Type, Major

Languages:

Languages You're Fluent In (If only English omit this line)

Technologies:

Software Programs or Apps

Industries:

Industries You've Worked In

WORK HISTORY

Title, Company, Location

(Year to Year)

- Accomplishment
- Accomplishment
- Accomplishment

Title, Company, Location

(Year to Year)

- Accomplishment
- Accomplishment
- Accomplishment

EDUCATION

Degree Type (i.e., Bachelor of Science or MBA), Major, School

(Year)

ADDITIONAL EXPERIENCE

Volunteering

Title, Nonprofit Name, Location

(Year-Year)

- Accomplishment
- Accomplishment

References are available upon request.

Basic Sample Resume Step by Step

You can go online to find many examples of styles that people use for their resumes. Sometimes it is good to have a couple of resumes that you submit to different employers depending on your skills. Always start your resume with all your contact details. They can be centered under your name or on the left side of the page.

Your Name
Address
City, State Country
Email / Phone

Summary

Here you can list your skills. Mention the types of job-related skills you have. If you do not have a lot of skills, you can also add objectives to your resume. What you want to accomplish working for the employer you are applying too.

Employment History

List your last five employers under employment history. If it is your first job, in your summary you have listed your job skills. Make sure they are skills you have that are on the companies job description Name of Employer, Your Job Title, City and State, Date of Employment beginning to end Then list your duties on the job. You can bullet these.

Example:

Bob's Kayaking Service- Head Guide, New Castle, Delaware, June 2011- Current

- Lead Guide for Brandywine River tours
- Hired new employees
- Made Schedules for the day
- Organized the brochures for the season
- Trained new guides

Education. Where you went to school or college, the city and state, your degree and year you graduated or if you are still in school.

Education

Caesar Rodney High School - Camden, Delaware – graduated June 2019

Professional Skills If you have skills that you did not use at work, create a professional skills section on your resume.

Example:

Professional Skills

- Writer
- Photographer
- Negotiations
- All office equipment
- Software and computer maintenance

Next list any certifications you may have.

Certification

- CPR & EMT
- White Water Rafting Guide

If you are right out of high school, you will want to list the club or sports you were involved in while in school. Any awards or volunteer work you may have done. Your resume is unique to you. The skills you have learned, clubs and sports, places you have volunteered or interned, or special projects that kept you busy. It is a document that you use to sell yourself to the employer. Be factual and honest when applying for a job. See example of a basic resume next page.

Sample Simple Resume

Zigfried Cruckshank
222 New Zealand Way
Anywhere, Delaware 19900
Cell: 302-000-000
Email: youcangetajob@gmail.com

I am skilled in typing and using a computer. Internet reserach. I am looking for a job where I can learn and grow with the company

Bob's Kayaking Service- Head Guide, New Castle, Delaware, June 2011- Current

- Lead Guide for Brandywine River tours
- Hired new employees
- Made Schedules for the day
- Organized the brochures for the season
- Trained new guides

Education

Caesar Rodney High School - Camden, Delaware - graduated June 2010

Professional Skills

- Writer
- Photographer
- Negotiations
- All office equipment
- Software and computer maintenance

Certifications

- CPR
- White Water Rafting Guide
- EMT

References are available upon request



How to Write a Cover Letter

Cover letters reinforce your resume and introduce you to your potential employer. They tell them briefly what makes you right for their available position.

A few guidelines will help you to create effective cover letters that work. You will need to write a new cover letter for each application. You can use the same format and copy and paste but make sure you do not leave information describing something about the previous employer.

Be specific. Make sure you concentrate on the organization and the job description. Name the company and the job for which you are applying in the letter. Tailor your message to the company so they notice that you are seriously interested in working for their company or organization.

Put the date you send your cover letter to the company at the top of the page.

Starting your letter with Greetings, instead of Dear Sir or Madam personalizes the letter giving it a warmer feel if you know who the application is going to use their name.

Your opening paragraph needs to grab your potential employer's attention. Avoid saying I noticed your job posting and I am interested in the job. Try to be creative and show self-confidence. You can mention an accomplishment that makes you perfect for the job. Tell them how much you love their company (if it is true). Show enthusiasm and excitement about the potential to work for them. Personalize it to the company and position, so they see this is not a generic cover letter. Keep it short; three or four sentences is enough.

When making statements about your skills, state that they meet or exceed what the company is looking for in their new employee. You may want to tailor your resume and cover letter to the keywords written in the job description. Some online applications filter in keywords to determine who has the right skills.

Mention your education and any other training that relates to the open position.

Never assume that they will see every detail on your resume. Your cover letter needs to give the employers a brief (one page if possible) pitch on why you are the best for the job.

The last paragraph of your cover letter should tell them you are looking forward to an opportunity to meet with them to discuss their needs and how you can help their company.

Make sure your cover letter is free of misspelled words or typographical errors and does not have weak or poor sentence structure. Make sure your letter is not boring, does not contain condescending statements, or fails to address the reader.

Sample of a Cover Letter

July 15, 2020

Greetings Mr. Tanager,

I was excited when I looked through your job posting for the Executive Assistant for the Executive Director of Starfind. I have all the skills you are looking for in your new employee and even more. I would love to work for your company.

I have a bachelor's degree in Communications from Delaware State University that I believe will help me to be a professional support person for your executive director. I am very good at keeping confidences, knowing that leadership roles make decisions that affect the company and the people it employs.

I am currently employed as a waitress but would like to work in an office environment where I can use my skills to the best of my ability.

At one time, I was the Executive Assistant to the Director of Finance of the Elexa Company. I had to keep her schedule, had client interaction, made travel arrangements, created presentations and even wrote notes for my boss's speeches. I enjoyed that work very much and left the company when they closed the division.

My first job was a mailroom clerk for a small publisher. I had to make sure everything was sorted and delivered to the correct departments. I also handled all outgoing packages, mail and bulk mail.

I would like to speak with you about how we can work together, how I can use my skills and knowledge as a dedicated employee of Starfind. Let's talk.

Sincerely,

Annabel Lincoln



Tips to Help You Shine

Preparation Before Your Interview

Practice potential interview questions before your interview.

Research the company by checking their website if they have one. Do you know anyone that works there? If so, ask them a few questions. You want to know as much about them as you can.

Choose clothes to wear to your interview in advance. That way, you can be sure they are clean and wrinkle-free. Your first impression should be a good one. Dress for success, because your future employer will consider the way you look.

The type of clothes you choose will depend on the job. Example: If you are interviewing for a construction job, you do not need to wear a suit. If you are interviewing for a professional job or would be working in an office environment, you should wear a suit. For a casual position, wearing a button-down shirt and a nice pair of pants or a skirt is appropriate.

Avoid distractive flashy clothes and make sure they are modest. Brush your teeth before your interview to be sure your teeth are clean and your breath is fresh. Brush or comb your hair before you go into the business. You may want to get a hair cut before the interview. Your hands and your fingernails should be clean. Do not have anything in your mouth during the interview.

Make sure you arrive for your interview ten to fifteen minutes before the scheduled time. You may want to make sure you know the location and how to get there in advance so there are no delays in the route that would cause you to be late. What is rush hour traffic like? Does your interview time happen during rush hour? How many miles is it from where you live? If you are concerned about arriving on time, leave a little early.

Be happy that you are being called in for an interview. Do not let worry or fear of not being accepted cloud your mind. By doing this you will allow yourself to relax and be perfectly you.

Time for Your Interview

Make sure your cell phone is turned off. You would not look serious about the job if your cell phone pinged or rang during the interview. Relax and smile. It is very common to feel nervous during an interview. Be confident in your abilities. Give a firm handshake when you meet and look your interviewers in the eye. If there is more than one interviewer, make eye contact with all of them during your interview. Do not fidget or wiggle in your chair during the interview. Your goal is to appear as confident and happy as possible even though inside you may be uncomfortable or nervous.




You could walk into the interview room and find a group of people. If more than one person interviews you, stay calm. Be confident. They will all ask you questions to determine if you have the skills to do the job.

Know your rights before the interview. There are federal laws to protect citizens with disabilities from job discrimination. They can ask you if you would be able to do a job with reasonable accommodations; meaning if you need some adaptations or a piece of equipment to do the job.

At the end of the interview, if you have the opportunity, give a firm but relaxed handshake looking at each person in the eye. Smile, and if you remember their names say, "It was nice to meet you _____, Thank you for your time."

Now it is time to exercise patience. They will probably be interviewing other people so you may not hear from them for a few days or even weeks. Avoid the temptation to call the company to ask if they hired someone yet.

If they are interested in you, you may get a second or even third interview. Or you could be hired after your interview. If it does not go the way you wanted it too, do not become frustrated. There are other job opportunities. Consider this one practice for the next job. Remember, hundreds of people can apply for the same position. Be thankful for the opportunity to interview.



If you are called for a job interview, practice answering the following interview questions with a friend or family member. This will help you feel more confident when these questions are asked during your interview.

Common Job Interview Questions

1. Tell me about yourself. (Make sure you give the skills related to the position without getting too personal. Keep it short. They do not want to hear that you are a dog lover and knit in your spare time.)
2. Why do you want to work for this company? ("It is a good opportunity for my personal growth." I think it would be rewarding to work as part of your team. I like what you do.")
3. What do you know about our company? (Do an online search on the company or ask someone you know. This way you have a positive response.)
4. Why did you leave your last job or are thinking about leaving? (Make sure your answer is positive. Do not say negative things about your previous employer or boss; even if it was a negative experience. Count it as a learning experience and learning is a good thing. You can say, "I am looking for an opportunity to advance my skills and be managed positively.")
5. Tell me about your experience at _____. (Past job — Tell them what you learned and keep it positive.)
6. Why should we hire you? (This is an opportunity to show your enthusiasm and tell them the skills you have and your desire to learn and grow with the company.)
7. Tell me about your strengths and weaknesses. (Tell them your strengths but do not discuss your weaknesses. Do not deny having weaknesses either, as it looks defensive. Instead say "I tend to take a lot of work on to get the job done and on occasion need to be reminded to slow down and take time for myself.")
8. What frustrates you on the job? (Take care in answering this question. You can say, "I get frustrated when people think I am not smart enough to do the work. Another thought is "I get frustrated when people on a team don't follow through with a commitment." Keep your answer simple and focused on work)
9. What salary range do you want? (You can say, "It is difficult to say without knowing the salary range." This puts them in a situation to give you the range so you can determine what you want. If they do tell you, don't say the highest amount, pick a number within the range.)
10. What questions do you have for me or us? (Ask about the company and what they expect for future growth. Ask if there is room for advancement. Do NOT ask about benefits or salary if the interviewer has not mentioned it in the interview. Save those questions for the second interview or when they show interest in hiring you.)

Questions a Potential Employer Can Legally Ask

When applying for jobs, it is important to know what can and cannot be asked in an interview. The U. S. Equal Employment Opportunity Commission (EEOC) has set guidelines to give individuals with disabilities the same opportunities to compete for jobs as everyone else.

The EEOC has resources for employees and employers found at <https://www.eeoc.gov/laws/types/disability.cfm>. The site discusses Disability Discrimination.

Under the law, an employer may not ask disability-related questions and may not conduct medical examinations until after it makes a conditional job offer to the applicant. This helps ensure that an applicant's possible hidden disability (including a prior history of a disability) is not considered before the employer evaluates an applicant's non-medical qualifications.

An employer may not ask disability-related questions or require a medical examination pre-offer even if it intends to look at the answers or results only at the post-offer stage.

Although employers may not ask disability-related questions or require medical examinations at the pre-offer stage, they may do a wide variety of things to evaluate whether an applicant is qualified for the job, including the following:

Employers may ask about an applicant's ability to perform specific job functions. For example, an employer may state the physical requirements of a job (such as the ability to lift a certain amount of

weight, or the ability to climb ladders), and ask if an applicant can satisfy these requirements.

Employers may ask about an applicant's non-medical qualifications and skills, such as the applicant's education, work history, and required certifications and licenses.

Employers may ask applicants to describe or demonstrate how they would perform job tasks.

Once a conditional job offer is made, the employer may ask disability-related questions and require medical examinations as long as this is done for all entering employees in that job category. If the employer rejects the applicant after a disability-related question or medical examination, investigators will closely scrutinize whether the rejection was based on the

results of that question or examination.

If the question or examination screens out an individual because of a disability, the employer must demonstrate that the reason for the rejection is "job-related and consistent with business necessity." If you feel you have been discriminated against, contact your local Community Legal Aid for assistance.





After The Interview

Writing a Thank You Letter or Email

After the interview, make sure you follow-up by sending a thank you email or letter if you have their mailing address. This is an important part of the interview process. It is an opportunity for you to show your continued interest in the position to your potential employer.

During your interview, it is not unusual to speak to several people. Before the meeting is scheduled via email or phone conversation, you can ask who will be interviewing if the scheduler does not offer the information. Make sure you write the names down. This will come in handy and make it much easier after the interview is over to send a thank you letter. When you write your thank-you letter(s), address it to each person with whom you have interviewed. You can call and get the mailing address or search their website for email addresses.

Start your letter with the date you write the letter. If you use email, the date will be in the email. This is the quickest way to respond and has become just as acceptable as a letter. You can write the letter or send an email the same day as the interview, so they get it before they make their final decision.

If they referred to themselves by the first name, use their first names. However, if it was a formal interview whether online or in an office and they used Mr., Mrs., or Ms., make sure you use that before their last name.

Then move on to writing the first paragraph. In your response, write one to two sentences thanking your interviewer for taking the time to speak with you about the position with their company and for the opportunity to learn about the company or place of business.

In the next paragraph or body, of your letter, begin by expressing your interest in the position. Then you will want to write a sentence or two noting one or more important key points of the interview. The ultimate goal here is to remind the interviewer of your qualifications.

Close your thank-you letter by re-stating your appreciation for the interview and offer to provide additional information if necessary. End your letter with Best regards or Sincerely, then sign your name and add your cell phone number a few spaces below. (See Sample below.)

If you are mailing a letter you want to make sure you put the date on the letter. Most companies now accept an email thank you letter. You can type it as an attachment by using the format below or put it right in your email. Remove the date if you do.

Sample Cover Letter

Date (Not necessary for email)

Dear Mr. or Ms. Contact Name,

Thank you for taking the time to discuss the (add the job title here) with (add Company name) with me. After meeting with you and observing the company's operations, I am convinced that my background and skills coincide well with your needs. I really appreciate the time you took to interview and to acquaint me with the company.

I am excited about the opportunity to work as your (name of position). I have skills you can depend on to fulfill your needs. As I mentioned during the interview, I am (a couple of key points about your talents discussed during the interview.) In addition to my qualifications and experience, I bring excellent work habits to this position. With the countless demands on your time, I am sure that you require people who can be trusted to carry out their responsibilities with minimal supervision.

I look forward to hearing from you regarding your hiring decision. Again, thank you for your time and consideration.

Sincerely,

(Sign your name here)

Your Name

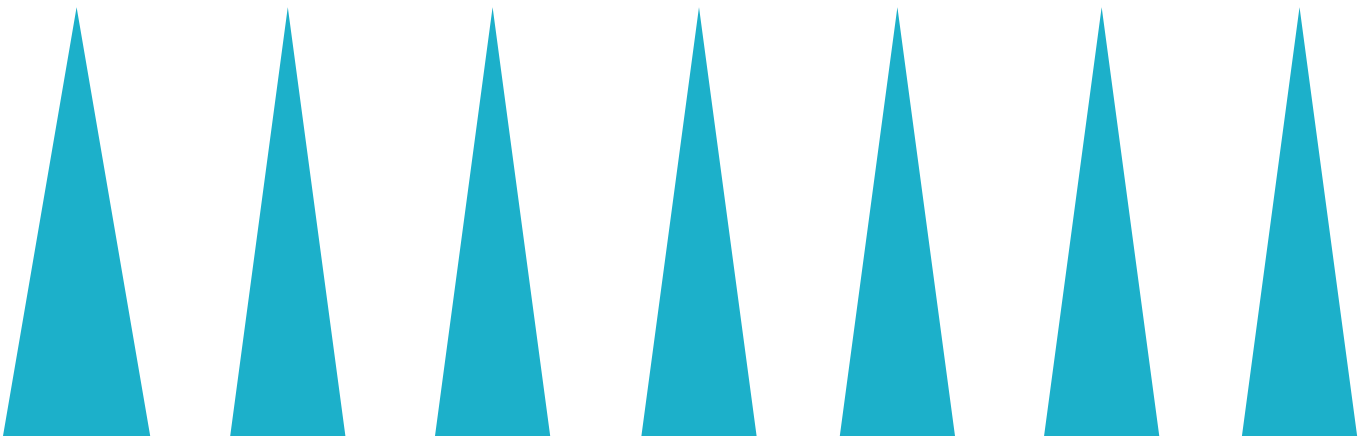
Phone (xxx)xxx-xxxx

What Happens if Your Job Does Not Work Out?

Life changes and so do employers. If you are feeling emotional, shocked or angry that is understandable, but it is not the end of the world. Focus on the positive and remember that you learned new skills you can use at future jobs. Know that it is rare for a person to remain at one job or company their whole life.

If you find yourself fired from a position consider the following:

- Don't lash out at your former boss or the person firing you.
- Mourn — Frustration is normal. Be careful not to be too hard on yourself.
- Take Ownership of the reason your were fired, let go then adjust as necessary.
- If you were wrongfully terminated you may want to check your legal options.
- Move On —Think about what you learned then consider it a turning point.
- You may be eligible for unemployment benefits at your Department of Unemployment.
- Update your Resume — Add the company and list your accomplishments
- Be Honest— Let the new employer know that the previous position was not a good fit for you.
- Outline What You Want— Figure out what you want to do and discuss with your support team.
- When interviewed for a new position never speak out against your ex-employer.





College Opportunities

There are many opportunities to work. You may end up in a totally different career field than what you were trained in if you go to college. Degrees are your ticket in the door with many employers, so if you can attend a local community college or university do so.

Delaware Technical Community College offers High School Student Programs giving students the opportunity to get college credits while still attending high school. That way, students graduate with credits towards their college degree.

The SEED (Student Excellence Equal Degree) Scholarship program offers Delaware's high school graduates with a 2.5 GPA and stay out of trouble, free tuition at Delaware Technical Community College or the University of Delaware's Associate in Arts program. The INSPIRE program offers tuition assistance of roughly \$3,900 for students with a 2.75 GPA and stay out of trouble to Delaware State University for up to eight semesters. Find out more about the SEED Scholarship program.

The University of Delaware Career and Life Studies Certificate (CLSC) Program provides students with intellectual disabilities skills that prepare them for life such as career, academic and independent – living instruction.

Find out more about college in the education section at www.deldhub.com.

This document has guidelines to assist individuals with disabilities in the job search process. There are a lot of resources online. Feel free to use all or any part of this document to assist others. This information was prepared by the Governor's Advisory Council for Exceptional Citizens (GACEC) in Dover, Delaware. This document can be found on www.deldhub.com website in the employment section.